**CONVENTION 2020 COMMITTEE APPLICATION**

**DEADLINE FOR APPLICATION and TERM LENGTH**

This application is due via email and attached file (page 2+ application only) to events@sigmaalphaomega.org no later than July 31, 2019 with the title “YOUR SURNAME - CONVENTION 2020”. If approved as a committee member by the committee trustees, the individual shall serve until July 1, 2020 to reflect on the completion of Convention 2020.

**REQUIREMENTS and ELIGIBILITY**

Registration and attendance at Convention 2020 is MANDATORY to be part of this committee. Only Active Members during Fall 2019/Spring 2020 and Alumnae Sisters may apply. Individuals serving on the Convention 2020 Committee may apply for other National Committees and Mentorships. Those approved to serve on the Convention 2020 Committee may be removed by a unanimous vote of the committee trustees. Those who serve on the committee will receive a discount on your Convention 2020 registration as a thank you for your volunteer service!

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| GENERAL COMMITTEE TASKS |
| COLLABORATIVE | SUB-COMMITTEES |
| * Brainstorm and select the Convention 2020 theme, color palette, and Bible verse
* Approve all SWAG items and submit to Chairwoman for purchase
* Approve final itinerary for weekend
* Determine OCA speaker (with VP of Service), worship leader(s)-(preferably sister(s)), and Sunday speaker
* Ensure ALL purchases made by committee chairwoman or assistant chairwomen ONLY
* Meet once a month and, beginning in May 2020, weekly, as directed by the Chairwoman with no more than 2 absences and
* Prepare and share committee/individual reports on action items for each meeting
* Assist PR with pre-made promotional materials and insta “takeovers” to generate hype for convention 2020
* Serve as shuttle driver(s) and car-directive persons (i.e. directing to parking areas) for attendees
* Come early to assist with check-in process and leave late to assist with checkout process
* Participate in set-up/breakdown/decoration teams as delegated by Chairwoman
* Run errands as needed during convention as directed by Chairwoman
 | Spiritual Development Committee* Plan and create materials for Bible studies and guest packets (e.g. pre-convention, welcome)
* Create groups and lead Bible study groups at Convention
* Assist in planning daily devotionals, Bible studies
* Orchestrate worship and church services and speakers
* Locate service and provide shuttle to Catholic mass on Sunday of Convention

Social Committee* Assisting in planning networking events for the chapter to participate in, the large group activity, and free time options
* Participate in video chats as a convention “concierge” at chapter business meetings to promote convention, give a tour of registration website with screen-sharing, outline do’s and don’t’s with getting their delegates and sisters to convention, and answer general questions; once in Fall (Aug/Sept), once in Spring (January/Feb) based on assigned chapters (delegated and schedule by the VP of Events)
* Manage talent show sign-up slots and give script/schedule to emcee
* Serve as photographer/videographer for weekend and ensure quality group photo during convention of all attendees

Service Committee* Assist VP of Service in all service aspects of convention (e.g., OCA raffle, OCA speaker) \*\*VP of Service to remain as POC for OCA speaker for 2020\*\*
* Plan and assemble service project(s)
* Assist with service project(s) during convention

SWAG Committee* Pull in National Merchandise Committee Chairwoman where appropriate for meeting collaboration and assistance
* Assist in the design for convention merchandise
* Research various best price/quality ideas for convention “swag” items and present to committee for review
* Pack welcome bags
* Design door decor and door tags
* Put together lanyard name tags, quick reference, and ribbon identifiers for attendees
* Determine method for hanging up chapter banners and door tags
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**APPLICATION FOR CONVENTION 2020 COMMITTEE**

*Please complete the application in its entirety below.*

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| Name |  |
| Home Chapter |  |
| Status (Active or Alumna) |  |
| Email |  |
| Phone Number |  |
| Residential Address |  |
| Postal Address (if different from above) |  |
| How many conventions have you attended as an ***ACTIVE*** sister? Please list the years attended. |  |
| How many conventions have you attended as an ***ALUMNA***? Please list the years attended. |  |
| Have you ever assisted in hosting/planning a previous convention (either with SAO or another organization)? If so, please explain your involvement in detail. |  |
| Give a brief summary of where you are in your walk with Christ presently. |  |
| Why do you want to be part of this committee? Please be as detailed as possible in your response here.  |  |
| What strengths do you feel like you can bring to this committee? Please be as detailed as possible in your response here. |  |
| Is there a specific sub-committee you would like to be part of? |  |
| When overwhelmed with tasks, how do you prioritize them and/or identify your limitations? |  |